

**UHLC EXTERNSHIP PROGRAM  
PUBLIC INTEREST WORKPLACE COURSE<sup>i</sup>  
SUMMER 2013  
PROFESSORS ERMA BONADERO & DIANE MCMANUS  
STUDENT MANUAL & COURSE SYLLABUS**

**I. Program Goal and Educational Objectives**

The Externship Program at UHLC allows students to experience and reflect upon the disposition of “real-world” legal issues while working under the supervision of a licensed attorney. To achieve this goal, students will likely engage in courtroom and other observations, legal research and writing projects, and other types of law-related activities. Your assignments should be substantive in nature. (If you are receiving secretarial or administrative work or sitting without a substantive legal assignment for any length of time, please contact your professor **immediately.**)

**II. Requirements for the Externship Program**

The Program is comprised of two parts: (1) the Externship Clinic (practicum); and (2) the PIW course. Each has separate requirements for receiving academic credit. (Failure/no credit in one course will result in failure/no credit in both courses.) There is a **MANDATORY ORIENTATION** which all students must participate in before the start of the summer. The Orientation dates are 3/7/13 and 4/18/13. Students must attend one or the other, or they **WILL BE DROPPED FROM THE PROGRAM.**

**III. Requirements for Externship Clinic**

1. **Required Work Hours --** Students are responsible for completing a minimum of 60 on-the-job hours per each academic credit hour during the externship. In other words, to receive 3 credit hours, you must complete a minimum of 180 hours at the placement, and at least 240 hours for the 4-credit-hour course.<sup>ii</sup>
2. **Keeping Track of Your Time via Time Sheets --** Students must keep track of their daily hours for the period. Insufficient time sheets will need to be redone.

**\*\*\*\*\*Time sheets are due via email to your assigned  
instructor on the day before class.\*\*\*\*\***

Once you’ve completed all your required hours, please have your supervisor sign off on your **FINAL** time sheet which shows **ALL COMPLETED HOURS**. Next, scan/email this document to your assigned

instructor, or send it to her via U.S. regular mail. (Note that only this final time sheet needs to be signed by your supervisor.)

### 3. When are Time Sheets Due?

- **As stated above, time sheets are due to your assigned instructor via email on the day before class.** Field hour requirements are to be completed by the last week of the session (or the last week of summer classes, if you are working at one placement for the entire summer), or as otherwise arranged with your field supervisor and instructor.

### 4. What counts as “actual time spent at the placement”?

- Time writing, observing, etc.
- Time while at placement, but awaiting assignment (unless more than 2 hours of time at once, in which case, please speak up to someone at your placement!)
- Orientations held by your placement
- Any outside research assigned by supervisor or other attorneys
- Luncheons and other events ONLY if attended with on-site supervising attorneys

### 5. What doesn’t count?

- Time spent completing time sheets for class
- Lunch on your own or with other interns/externs (without a supervising attorney or judge along with you)
- Drive time/parking time
- Days off due to illness or holidays (federal holidays included)
- Time spent in PIW course or doing PIW assignments

## IV. PIW Course Particulars

### a. Class Attendance

There are only **4 classes** held during each summer session. If you are sick and need to miss class, you will be required to provide a doctor’s note to your instructor at the following class.

*(If you have an unavoidable emergency, let your instructor know **immediately**. We will handle each such “emergency” on a case-by-case basis, and you will still be responsible for any assignments due that week.)*

## B. Class Dates/Time

Class will begin **at 6:00 p.m. sharp** on each Thursday of the summer session.  
(Check the school calendar for the exact dates.)

## C. Readings/Assignments

The first day's class assignment will be/was emailed to you in advance (*i.e.*, your goals assignment). Future assignments will be given to you in class and/or via email.

## D. Grading Breakdown

1. The **PIW** course is a graded class and it is graded on a curve. ***If the thought of receiving anything less than an "A" causes you extreme anxiety, this may not be the class for you.*** (You can check the academic calendar for the last day to drop a class, if you are concerned.)
2. Class assignments and the Final Memo will be evaluated on the following factors:
  - Quality of writing (including grammar and punctuation);
  - Depth of insight; and
  - Whether you followed all instructions, (e.g., page length and due dates).
3. Your final grade will consist of the following components:

**50 points – Class Assignments & Journal Entries**

**50 points – Final Memo**

(In cases where a student is on the line between two grades, your instructors reserve the right to "bump" the student's grade up **if** the student has consistently attended class, arrive timely for class, and participates in class discussions in a meaningful way.

## E. Journals

Studies show that students get more out of their externship experiences when they keep journals. You are to write a half page, double-spaced, each day that you work wherein you describe what type of work you did (remembering rules of confidentiality), with whom you interacted, what you liked/didn't like about the work or the people, anything you've learned that surprises you, etc. Send your

journal entries to your assigned instructor **each week on the day before class (along with your time sheets for the week).**

## **F. Final Memo Instructions**

In the Final Memo, you're to answer the following questions about your field placement experience:

“What I Learned at This Placement”

- i. How what I learned at this placement has contributed to my legal education
- ii. How this experience has advanced my career goals
- iii. The most influential person from my externship (and why)
- iv. What I've learned that makes me ready to practice
- v. What I learned about what it means to be a lawyer

It is helpful to the instructors if you break the memo up using the above-mentioned points as subheadings. The memo should be 3-4 pages, double-spaced, using 12-pt. font.

The Final Memo is due at/near the end of your summer session. You will receive the exact due date on the first day of class.

## **V. Conflicts of Interest & Confidentiality**

Students must comply with the Texas Disciplinary Rules of Professional Responsibility. Every enrolled student will be asked to complete a Conflict of Interest & Confidentiality Form at our first class. Students working out of town will be emailed the form and asked to sign, scan, and email the form back to Prof. Bonadero (or return the forms via U.S. Mail.)

Students are on notice that if a student's outside employment or volunteer work during the semester results in a conflict of interest or the appearance of impropriety, the student may be asked to terminate the employment or volunteer work, or leave the externship. Students are also reminded that conduct with regard to confidentiality should be guided by Texas Disciplinary Rules of Professional Responsibility and Rules of Judicial Conduct.

## **VI. Professionalism**

From the moment you begin law school, you are starting to develop your professionalism reputation and habits. UHLC and your instructors expect you to behave in a professional manner at all times during class and when you are participating in law school-related events or activities such as your externships.

This means, among other things, arriving on time, being prepared, being fully engaged (and refraining from doing things in class or elsewhere that are not related to the task at

hand), being respectful of others, communicating differences of opinion without attacking or personally insulting others, working hard, behaving in an ethical and honest manner, stepping outside of your comfort zone to learn and grow, taking responsibility for your actions, learning from your mistakes, and **keeping a positive attitude**.

## VII. Contact Information

Prof. Erma Bonadero  
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Prof. Diane McManus  
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<sup>i</sup> This document pertains to any student participating their first Externship placement, whether working in town or out-of-town.

<sup>ii</sup> Students may only switch from a 3-hour clinic to a 4-hour clinic or vice versa up until **the last day to officially add a class**. Please check the official school calendar for these days.